

Write before or after breakfast in the morning. It's best to exercise in the morning and write later in the day because physical exercise gets more oxygen into your lungs and more blood circulating in your body and brain—it lets you feel, think, and write better. However, it's also good to write soon after you get up because you and your brain have just returned from the vacations your dreams take you on, and you're fully rested and fresh.

To write by speaking into a speech-to-text app, wherever you are, even as you walk or ride in a vehicle, hold your mobile device near your lips and write by talking. Or instead “audio record” your thoughts and play the recording into your speech-to-text app for it to type you or someone else said and you audio-recorded.

3. Write As If You Were Talking With Your Best Friend

People think and write best when they're relaxed and are not afraid to say what they truly feel and think. Writing what you would say to your best friend is usually the best way to write because it lets you write to a specific person, not some imagined person or group of people. Writing to a specific person, such as your best friend, activates the brain cells that store your memories of the things you and your best friend did together, and primarily those brain cells will feed you the perfect words and phrases you're searching for. To put your brain in that special mode, say or write something like: “Dear (write the person's name here):” and write to that person as if they were sitting next to you and you were talking with each other.

When you write to the average reader, write at the 7th to 8th grade level.

Write only to please yourself. Then, after you have captured exactly what you truly feel and think, you will probably need to reword it in a way that other people will also easily understand and like what you wrote.

4. Write The Way Everyone Talks

Initially, it's best to write conversationally, how everyone talks, because you can always reword anything concisely.

Almost everyone talks wordily, says obvious, uninformative, unneeded, useless words, repeats things, and sometimes makes mistakes and corrects them as they talk. “The ear compensates for missing grammar, syntax, and transitions that the eye would not tolerate in print” (William Zinsser).

Like eating, sex, music, and art, spoken or written words stimulate the brain’s peak pleasure centers. When you talk with friends, tell a story, tell jokes, or are being funny, give a speech to a specific audience, or make certain types of presentations, sometimes it’s best to talk or write wordily—the way everyone talks. But though it’s more fun to listen to or read almost anything someone is saying or wrote the way everyone talks, it takes more time than if it had been expressed concisely.

“Brief” is the short way to say “concise”, but each word means something slightly different. “Brief” expressions give no details. “Concise” expressions give the details concisely.

Whoever what you write is intended for, the best way to write anything is to write exactly what you would tell your best friend. However, writing that way is wordy and takes about 20% more time to write, then to read, than writing the same information concisely. The advantage is that anytime you write something wordily, you can reword it concisely.

L.A. Sherman said people can only write as well as they speak because each person articulates and composes what they write the way they speak (1893). The typical spoken sentence is the product “of the [ongoing] race” to perfect it. “Because it’s the product of billions of efforts” by billions of people to each day express their thoughts and ideas optimally, the current typical spoken sentence is usually the best way to say or write things.

Writing is inherently biased and political—it works to achieve a goal. Like many landmark books that have influenced societies and history, writing expands the writer’s and reader’s knowledge, intelligence, power, and influence over him or herself, other people, and events. Every book outlives its author and

makes that individual's ideas, if the book is not burnt or lost, practically immortal.

Isaac Asimov (1920–1992), the genius, prolific science, popular science, and science-fiction writer, said: *“Writing is fun. The more I write, the easier it gets”*. From 1939 to 1992 (53 years), he wrote and published 40 novels, 383 short stories, over 280 non-fiction books, and edited about 147 other books. He wrote his first 100 books in 20 years (5 books per/year). His second 100 books in 10 years (10 books per/year). And his third 100 books in six years (about 1.4 books each month).

5. Write Each Sentence as a List of *Idea Units*

Write every sentence using the Idea Unit Sentence Writing Method

Each sentence should contain
only one thought.” — William Zinsser

It's best for each sentence to contain only one thought. And for that one thought to only contain one idea. However, it is perfectly fine for a thought to contain more than one idea. And for any idea to contain one or more “idea units”.

To make a sentence easier to write, analyze, comprehend, see spelling, punctuation, grammar errors, or errors of logic, and work with it, separate that sentence into its most basic idea units.

The “idea”: “Look at each word in a sentence and ask yourself: Does that word help that sentence work?” contains two idea units. The first ends after the colon—the second starts with the word “Does”. However, sometimes, if you prefer to work with smaller idea units, it's okay to separate a long idea unit into “two” smaller idea units to help you do what we all write idea units for: to better grasp an idea unit's meaning.

IDEA UNIT	WORDS
Look at each word in a sentence and ask yourself:	10

Does that word help it work?	6
Why, or why not?	4

Don't only use the write each idea unit on a separate line method to "edit or reword" text. To be hyper-aware of each sentence's components—"write entire sentences", separating each one into its idea units.

Make your idea units as short or as long as you need them to be so as to help you comprehend a sentence's most basic parts best.

IDEA UNIT	WORD S
In the order you think of them,	7
use the shortest, simplest, and least words	7
to write each <i>idea unit</i>	4
on a new line	4
one under the other.	4
If one idea unit	4
contains more than one idea,	5
divide it into two or more idea units	8
and write each one on a new line.	8
If you think an idea unit	6
might work better elsewhere,	4
move it there	3
to see if it does.	5
Keep re-ordering	2
and rewording	3
a sentence's idea units	4
till that sentence says	4

exactly what you want it to say.	7
----------------------------------	---

Writing separating sentences into their idea units, you’ll get into the habit of also “thinking” in terms of idea units and mentally separating idea units.

A different way • to separate each idea unit • from the idea unit that follows it • is by—between each two idea units— • typing *a space followed by one bullet and a space*, as in the preceding sentence. In your final draft, delete all those bullets.

6. Write Each New Sentence on a New Line

Sentences written next to one another make it harder to differentiate between their needed words and their unneeded words, their obvious words or ideas, their repeated ideas, and other errors.

Correct sentence order is crucial. To eliminate confusion and let your readers fully understand you, write each new sentence on a new line. Then check to see that each sentence is in the correct order, thus its correct place in the paragraph.

ORDER A PARAGRAPH’S SENTENCES	
1.	Write each sentence on a new separate line, or write the sentences you previously wrote, each sentence on one line.
2.	Set the vertical spacing to 2.0.
3.	Identify each sentence’s key message—its point.
4.	Delete every unneeded, useless, or obvious word.
5.	Delete any idea you wrote more than once but do not want to repeat to emphasize it or for some other reason.
6.	Check to make sure that every sentence in the paragraph is in its place.
7.	If you see a sentence that is not in its correct place in a paragraph, move it to its correct place.

Concise sentences are perfect, beam intelligence, are a pleasure to hear or read, and save time, energy, and resources. Talking and writing concisely are the most effective and fastest ways to inform. Wordy sentences

are the opposite. Intelligence, concision, and wordiness are contagious.

Depending on how wordy a text is, anyone who applies the “Write Each Sentence on a Separate Line One Below the Other” method can delete from *20% to 50% of the original words*. “Most first drafts can be cut by 50% without losing any information or losing the author’s voice” (William Zinsser, “On Writing Well”).

7. Write One Word on Each Line

The best way to edit and rewrite a sentence is by writing each of a sentence’s words *one below the other* so you can see each “word” as a “separate entity” with only white space on its sides to focus “all” your attention on only one word at a time, and grasp how consequential each word is, mainly because if you move a word or replace it with a different word, you change the sentence’s message.

WRITE ONE WORD ON EACH LINE
Write
Each
Of
a
Sentence’s
Words
on
A
new line.
Line.
One
Below
The
Other.

Change the order of any sentence’s words at any time. *Write anything in any order*, such as the order your brain sometimes feeds you certain words.

